

COMPENSATION AND BENEFITS

Salary: \$68,000 to \$86,000. This salary range is represented to the mid-point and new hires are typically made within this range depending on knowledge, skills, abilities, education and experience.

Deferred Compensation: Available through plan provider.

Car Allowance: \$180 to \$360/month for the Safety Officer.

Health Insurance Coverage: Several options are available for employee and dependents (an HMO, two POS and two indemnity options). The City pays part of the premium for employee and dependents depending on the health/dental plan selected.

Retirement: California Employees' Retirement System (CalPERS) 2.7% at 55 plan. Coordinated with Social Security.

Holidays: Nine designated holidays per year, plus four personal holidays.

Bereavement Leave: Three days for death or critical illness of family member, plus three days of accrued sick leave, if needed.

Executive Leave: Five days per year.

Vacation: 12 days after one year of service; maximum of 20 days after 19.5 years of service.

Sick Leave: One day is earned per month; unlimited accumulation; conversion upon retirement to credit toward health and/or dental insurance premiums or to service credit for retirement.

Dental Insurance: Two dental plans are available for employees and dependents.

In-Hospital Indemnity: City paid in-hospital indemnity plan for in-patient hospital stay.

Life Insurance: City-paid term life insurance policy of \$20,000, plus executive insurance benefit equal to three times annual salary to a maximum of \$500,000.

Disability: City-paid short-term and long-term disability insurance.

Management Physical: Annual City paid physical examination.

APPLICATION AND SELECTION PROCEDURE

On-line resumes are encouraged, E-mail to: izettab@pacbell.net at Human Resources Consulting or fax to Izetta E. Birch, Human Resources Consulting at 818-242-5457. Submit a cover letter, resume and at least three professional references.

**THE FIRST REVIEW OF RESUMES IS:
Monday, October 31, 2005.**

Following the first review and screening of all resumes received in relation to the criteria outlined in this brochure, candidates with the most relevant qualifications will be contacted for a preliminary telephone interview. As a result of the preliminary telephone interview those most qualified will be referred to the City of Long Beach Safety Officer. A final selection process will then be scheduled for the selected candidates.

Professional reference checking will be conducted prior to hire, but not before securing authorization from the candidate(s). A thorough background check including contacting references, a review of criminal history, DMV records, credit and financial history will be conducted.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Long Beach is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, national origin, sex, disability, cultural background, and sexual orientation. If you require assistance to participate in this recruitment, please contact Michael Alio at (562) 570-6476.



City of Long Beach is seeking a City Safety Officer

A Unique and Exciting Career Opportunity to...



Join the fifth largest City in California with the strategic goal of
"Long Beach will be a community of neighborhoods focused on youth and education; with safety and economic opportunity for all."

ABOUT THE COMMUNITY

Located on the Pacific Ocean between Los Angeles and Orange County, Long Beach is the second largest city in Los Angeles County and the fifth largest city in the state. Long Beach is a diverse city that offers all amenities of a large metropolitan city while maintaining a strong sense of community and unique neighborhoods. The City includes an abundance of cultural and recreational opportunities. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, East Coast Hockey League’s Ice Dogs, the annual Toyota Grand Prix of Long Beach plus a wide variety of other attractions serve to draw over four million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College.

The Port of Long Beach is one of the world’s busiest seaports and is a leading gateway for international trade. The Port is the second busiest container port in the United States. If combined with its next-door neighbor, the Port of Los Angeles, the San Pedro Bay port complex would rank among the busiest container ports in the world.

In addition to the Port, the City also has its own full-service commercial airport which has become a favored travel-friendly alternative to other Southern California airports by offering preferred flight schedules, carriers, and overall accessibility. In addition, the Los Angeles rail transit system and the Metro Blue Line have numerous stops within Long Beach and throughout the region.

The City provides close access to many recreational attractions, including the famous Queen Mary, Catalina Island, Gondola Getaway, Disneyland, Knott’s Berry Farm, and Universal Studios Hollywood. In addition, many water-oriented activities such as sailing, jet skiing, windsurfing, water skiing, fishing, sea and sunbathing.

There are many nearby professional sports teams such as, the Dodgers, Angels, and Long Beach Golden League baseball; Lakers and Clippers Basketball; and the Kings, Long Beach Ice Dogs, and the Mighty Ducks ice hockey teams.

ABOUT THE CITY

The City of Long Beach is a full-service city providing customary municipal services through departments such as police, fire, public works, library and parks, recreation and marine. The City is governed as a charter city, and operates under a Council-Manager form of government. The City Council is made up of nine members, elected by district. The Mayor is chosen in a citywide election to serve as a full-time chief legislative officer of the City. The City has three other elected officials: City Attorney, City Auditor and City Prosecutor. The City Council appoints the City Clerk and City Manager. The City Manager is responsible for the

efficient administration of all departments, with the exception of the elective offices and three semi-autonomous commissions (Civil Service, Harbor and Water).

The City’s fiscal year 2005-06 budget is approximately \$2 billion which includes the General Fund budget of \$362 million. There are approximately 6,000 employees that comprise the City’s workforce.

The City has a population of approximately 487,000 and covers 52 square miles. Long Beach is home to the Port of Long Beach. The City also has several marinas, including the Downtown Shoreline Marina, which holds 3,400 slips; making it the largest municipally owned and operated marina system in the County. Alamitos Bay Marina holds 1,991 slips.

There are 6 major highways that find their way to the City of Long Beach, including the 710 Long Beach Freeway (north/south), 405 (San Diego Freeway (north/south), 605 San Gabriel River Freeway (north/south), 110 Harbor Freeway (north/south), 105 Century Freeway (east/west) and Route 1 Pacific Coast Highway (along the coastline). In addition the light rail lines of the Metro Blue line make its way into the City.

The City of Long Beach has three airports in close proximity, the Long Beach Airport, John Wayne Airport and the Los Angeles Airport (LAX).

THE DEPARTMENT-HUMAN RESOURCES

Risk Management is a division of the Human Resources Department. The Human Resources Department provides a wide array of services which include: employment classification, compensation, staff development, records management, integrated payroll/personnel systems, employee benefits, equal employment opportunity (EEO), Americans with Disabilities (ADA), employee relations, recruitment and selection, development and training of City personnel, administration of citywide personnel policies and procedures and the City’s grievance/conflict resolution for all classified employees. Risk Management, which includes safety and loss prevention services for all City departments, is a division of Human Resources. All of the divisions in the Human Resources Department work in coordination with the City’s Civil Service Department. The Department’s budget for fiscal year 2005-06 is \$5.5 million. The Director of Human Resources reports to the City Manager. The Department of Human Resources is organized under two primary bureaus, Personnel Operations and Risk Management, as well as two divisions Safety and Employee Benefits and Services. The Bureau managers and Division officer report directly to the Director of Human Resources.

THE POSITION-CITY SAFETY OFFICER

Due to the promotion of the City’s Safety Officer to Risk Manager, the City of Long Beach is seeking a new Safety Officer. The City Safety Officer will report to the Risk Manager. This is an at-will position appointed by the City Manager. The person selected for this position will be responsible for administering the City’s overall safety program which includes, but is not limited to effectively promoting a culture of safety to all City employees. The Safety Officer will recommend realistic plans toward reducing work-related injuries and property loss to management. They will possess an in-depth understanding of Cal-OSHA, emergency preparedness as related to local government.

Examples of Important and Essential Responsibilities

- Implements and monitors Citywide Injury and Illness Prevention Program (IIPP) and all City safety policies.
- Provides support to department Safety Officers in the administration of Citywide safety programs
- Provides guidance and support in Citywide safety training programs.
- Collects, analyzes, and reviews Citywide safety related reports and provides recommendations to management.
- Coordinates and acts as an advisor to the Executive Safety Committee, which consists of the City Manager and Department Heads.
- Maintains an up-to-date advisory program to management and the departmental Safety Committees regarding all related federal and state legislation that may affect the City.
- Serves as the City’s primary liaison with Cal-OSHA and other safety related regulatory agencies.
- Promotes and markets Safety practices throughout the City, to all employees.
- Serves as the Risk Manager in his absence.
- Coordinates the City’s Department of Transportation random drug testing program.

IDEAL CANDIDATE TRAITS

- A seasoned local government safety professional
- Possess extensive knowledge of public agency safety programs
- Have experience in a large multi-functional public sector
- Understand and possess strong customer service orientation
- Possess effective management and supervision styles
- Possess excellent communication skills

- Comfortable acting as a spokesperson for the City as its Safety Officer.
- Ability to foster cooperation and collaboration among the City Safety Office and the various departments in carrying out the Citywide safety programs and policies.

DESIRABLE QUALIFICATIONS

- Responsible experience in developing and/or administering safety programs including the laws, regulations and policies as applicable to local government in California.
- In-depth knowledge and experience in administering Cal-OSHA for a local government agency in California.
- Knowledge of the principals and practices of safety and safety training programs as related to local government in California.
- Demonstrated strong oral and written communication skills.
- Thorough understanding of good practices for delivering outstanding customer service.
- Experience successfully supervising or collaborating with others inside and outside of an organization.
- Demonstrated capabilities and comfort with the responsibilities of serving as safety advisor, counselor, and consultant to California local government agencies.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor’s Degree in Industrial Safety Occupational or Environmental Health, Business Administration, or a related field.
- Possession of a CSP designation or a Master’s Degree is highly desirable.
- Relevant experience may be substituted for education on a year-for-year basis.
- Five (5) years of progressively responsible experience in developing or administering safety programs.
- Knowledge of the laws and regulations related to Occupational Safety.
- Working knowledge of the principals and methods of safety, training and the prevention of employee injury/illness.
- Strong oral and written communication skills.
- Ability to effectively deal with employees at all levels of the organization.
- Possession of, or ability to obtain, an appropriate, valid driver’s license.
- Ability to travel or drive to various sites and locations.
- Ability to work in a standard office.